

FY-2002 PROPOSED SCOPE OF WORK**Project No.: C-21****Capital Projects Coordination**

Lead Agency:	U.S. Bureau of Reclamation	<u>Category (check</u>	<u>Expected</u>
Submitted by:	Bob Norman	<u> X </u> Ongoing	<u> </u> Annual
Address:	Bureau of Reclamation	<u> </u> Requested	<u> X </u> Capital
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 Date: April 19, 2001

I. Title of Proposal

Capital Projects Coordination

II. Relationship to RIPRAP:

General Recovery Program Support Action Plan: VII. Provide Program Planning and Support (Program Management)

III. Study Background/Rationale and Hypotheses: NA**IV. Study Goals, Objectives, End Product:**

Capital Project Coordination funds are used to manage, monitor and implement the Colorado River Recovery Program Capital Projects. Funds will be utilized by participating Reclamation Offices (Upper Colorado Regional Office, Eastern Colorado Area Office, Provo Area Office and Western Colorado Area Office) staff engaged in general program management, monitoring and implementation activities not specifically related to a Capital Project scope of work. Products/activities will consist of:

- 1) Manage, monitor and modify the 15 Cooperative Agreements with various agencies that are necessary to transfer funds for Capital Projects to the cooperating agencies.
- 2) Monthly accounting of actual charges to the program. This includes ensuring all charges are associated with the correct project.
- 3) Work with the National Fish and Wildlife Foundation to administer and transfer cost share funds from funding partners.
- 4) Purchase supplies and materials for the capital program.
- 5) Updating the overall cost estimate for the capital program.
- 6) Preparing budget justification documents for Reclamation's budget request.
- 7) Respond to Interior and OMB questions regarding budget requests.

V. Study Area: NA

VI. Study Methods/Approach: Provide Reclamation staff and management support for the Capital Project Program

VII. Task Description and Schedule: NA

VIII. FY-2001 Work

- Deliverables/Due Dates: Contacts, cooperative agreements, grants and associated accounting reports.
- Prepare tri-annual reports on the status of Capital construction programs.
- Budget:

Labor	
SLC Budget Office	\$35,000
SLC Purchasing Office	20,000
SLC Grants and Agreements Office	23,000
SLC Management review	10,000
WCAO (GJ) Budget Office	15,000
WCAO (GJ) Purchasing Office	5,000
WCAO (GJ) Technical Services	175,000
WCAO (GJ) Management review	15,000
ECAO (Loveland) Planning Office	15,000
Provo Planning Office	15,000
Provo Budget Office	7,000
Labor subtotal	335,000
Travel	32,000
Equipment and supplies	25,000
Training	3,000
Vehicle rental	5,000
	\$400,000

IX. Budget Summary: NA

X. Reviewers: NA

XI. References: NA